

## How to use the AES eCommerce Site for the Limited Urban Commercial Landscape Fertilizer Applicator (LF) certificate

The URL for the site is: <https://aesecomm.freshfromflorida.com/>.

A brief overview of the system.

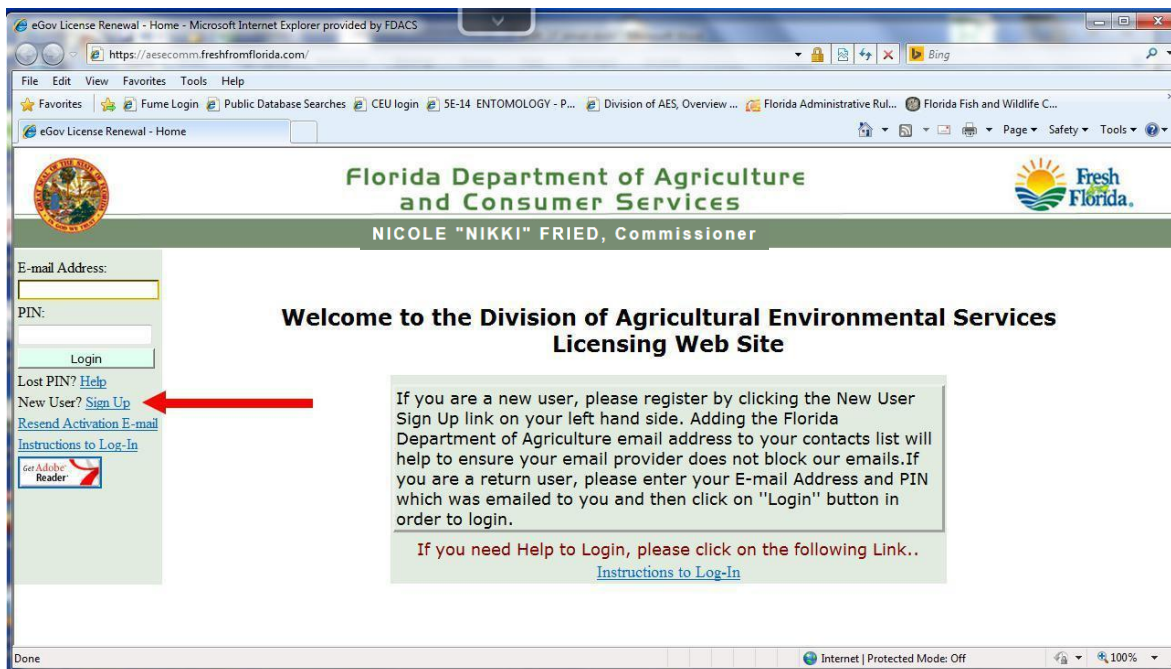
Creating an account establishes a secure “shopping cart” for you in the revenue system and validates an existing email address. You are then taken to the AES processing area where you select the license/credential you are applying for. You will then provide us with the application information that may be necessary to qualify you for the credential. When processing is complete and all fees calculated, you will be sent back to your revenue shopping cart and payment information will be collected and processed. Successful payment processing will return you back to the AES processing area and you will be provided a receipt. This will complete your online application process.

ONCE YOUR PAYMENT HAS BEEN RECEIVED AND DEPOSITED, the licensing section receives your application, validates the information and any qualification the credential might require, and issues the license/certificate to complete the application process.

### Step 1

You must create a Revenue account. You will only do this ONCE. The revenue account can be used as long as your email address and PIN remain unchanged. (If you have already created account, you can go to Step 4)

Using the LEFT HAND menu, click on “New User? Sign up” link.



## Step 2

Enter your First name; Last Name and Email address on the LEFT SIDE and click on "Submit".

eGov License Renewal - Home - Microsoft Internet Explorer provided by FDACS

https://aescomm.freshfromflorida.com/Test\_mp.aspx

File Edit View Favorites Tools Help

Favorites Fume Login Public Database Searches CEU login SE-14 ENTOMOLOGY - P... Division of AES, Overview... Florida Administrative Rul... Florida Fish and Wildlife C...

eGov License Renewal - Home

Florida Department of Agriculture and Consumer Services

NICOLE "NIKKI" FRIED, Commissioner

Contact Person First Name:  
Joe

Contact Person Last Name:  
Gator

Email address:

Submit Cancel

**Welcome to the Division of Agricultural Environmental Services Licensing Web Site**

If you are a new user, please register by clicking the New User Sign Up link on your left hand side. Adding the Florida Department of Agriculture email address to your contacts list will help to ensure your email provider does not block our emails. If you are a return user, please enter your E-mail Address and PIN which was emailed to you and then click on "Login" button in order to login.

If you need Help to Login, please click on the following Link..  
[Instructions to Log-In](#)

Internet | Protected Mode: Off 100%

If done properly, you will receive a message on the left hand side that indicates that an email has been sent to the email address you provided.

eGov License Renewal - Home - Microsoft Internet Explorer provided by FDACS

https://aescomm.freshfromflorida.com/Test\_mp.aspx

File Edit View Favorites Tools Help

Favorites Fume Login Public Database Searches CEU login SE-14 ENTOMOLOGY - P... Division of AES, Overview... Florida Administrative Rul... Florida Fish and Wildlife C...

eGov License Renewal - Home

Florida Department of Agriculture and Consumer Services

NICOLE "NIKKI" FRIED, Commissioner

You will be sent an e-mail to activate your account.

E-mail Address:

PIN:

Login

Lost PIN? [Help](#)

New User? [Sign Up](#)

[Resend Activation E-mail](#)

[Instructions to Log-In](#)

Get Adobe Reader

**Welcome to the Division of Agricultural Environmental Services Licensing Web Site**

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If you need Help to Login, please click on the following Link..  
[Instructions to Log-In](#)

Done Internet | Protected Mode: Off 100%

### Step 3

You must follow the instructions in the email..... You have to click on the link provided to ACTIVATE your account.  
PLEASE MAKE NOTE OF THE PIN NUMBER IN THE EMAIL.

-----EXAMPLE-----

**From:** [fl-ag-online@freshfromflorida.com](mailto:fl-ag-online@freshfromflorida.com)

**Date:** March 18, 2014 at 1:24:01 PM EDT

**To:** "your email address"

**Subject:** e-Gov Account Activation

#### Welcome New User!!!

Florida Department of Agriculture & Consumer Services would like to thank you for signing-up as a new user through our e-commerce portal.

#### Account Activation

Please verify your email address by clicking the account activation link provided below:

<https://www.fl-ag-online.com/egc/customer/activator.aspx?UserKey=83e05243-ea-3b0277af7b1d>

You may also copy and paste the web address below into your browser.

#### Account Information

Please logon to our website (only after activating your account), to start using our online services.

Username: email address you provided

PIN: 24412

#### General Information

Please do not reply to this email. For business area assistance, please click on the Contact Us link on the <http://www.fl-ag-online.com> website for quickest routing. If you are receiving a technical error message, please email [helpdesk@freshfromflorida.com](mailto:helpdesk@freshfromflorida.com) and type "eCommerce" in the subject line of your email. Please email a screen print of the error (shift-print screen).

-----END EXAMPLE-----

You will receive the following screen once you have validated your email, when you are ready to use the system click on "Return to Login" or use the URL: <https://aesecomm.freshfromflorida.com/> link.



## Florida Department of Agriculture and Consumer Services



NICOLE "NIKKI" FRIED, Commissioner

**Account has been activated.**

[Return to Login](#)

#### Step 4

Log into the system using the LEFT menu. You will enter the email address you registered with and the PIN number that was provided to you in the email.

**Florida Department of Agriculture and Consumer Services**  
NICOLE "NIKKI" FRIED, Commissioner

E-mail Address:

PIN:

**Welcome to the Division of Agricultural Environmental Services Licensing Web Site**

If you are a new user, please register by clicking the New User Sign Up link on your left hand side. Adding the Florida Department of Agriculture email address to your contacts list will help to ensure your email provider does not block our emails. If you are a return user, please enter your E-mail Address and PIN which was emailed to you and then click on "Login" button in order to login.

If you need Help to Login, please click on the following Link..  
[Instructions to Log-In](#)

Lost PIN? [Help](#)  
New User? [Sign Up](#)  
[Resend Activation E-mail](#)  
[Instructions to Log-In](#)

After you have logged into your account you will be presented with this screen. Click on "Apply for Urban Landscape Commercial Fertilizer Certificate" (indicated by the arrow below).

**Florida Department of Agriculture and Consumer Services**  
NICOLE "NIKKI" FRIED, Commissioner

**Division of Agricultural Environment Services**  
**New and Renewal License Registrations**

Welcome to the Division of Agricultural Environmental Services' Exam and License Registration web site.

You may register to take a new exam, apply for a new license, or renew a license. You may also update contact information, updated Authorized Purchasing Agents, Authorized Representatives, and upload supporting licensing documentation such as continuing education attendance sheet(s). If you need help determining the type of license needed, you can take this Questionnaire: [Which Pesticide License Do You Need?](#)

Please note that making a payment does not guarantee license issuance. Your license will not be approved until all requirements have been met. Once FDACS has approved that the license holder has fulfilled all the requirements, the license will then be issued.

[Apply for Restricted Use Pesticide New License](#)  
[Web Based Pesticide Certification Examination Tutorial](#)  
[Apply for New Pest Control License or Certificate](#)  
[Apply for Urban Landscape Commercial Fertilizer](#)

[Renew your license](#)

Note: You must be in a renewal period to renew your certificate. You can renew 60 days prior to your license expiration date. You must enter your name, date of birth, license number and DTN as it appears on your license renewal letter.

## Step 5

You will be taken to the application form. All REQUIRED information is marked with an asterisk.

Enter your Name; Date of Birth; and 4 Digit PIN (NOTE: THIS IS NOT THE SAME PIN PROVIDED WHEN YOU SET UP THE ACCOUNT. This is the PIN you originally provided the Bureau on licensing applications which will “usually” be the last 4 of your social – or – whatever PIN number you provided the Bureau – If this is the first time you are applying for a credential with the Department, please choose a 4 digit number THAT IS EASY TO REMEMBER). Continue to enter the other required information. When finished, click on the “NEXT” button.

The screenshot shows a web browser window titled "Entomology Pest Control - Certification Applications". The address bar shows the URL: <https://eservices.freshfromflorida.com/EPCLNewLicense.aspx?type=LF>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and printing. The page content is divided into a left sidebar and a main form area.

**Left Sidebar:**

- eCommerce Home
- Renew License
- New License
- View Information
- Update Information
- Renew Another License
- Upload Documents
- Contact Us
- Tutorial
- Log Out
- Change Login
- Change Pin

**Main Form Area:**

**LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER**  
Section 485.1562, F.S., and Rule 28-14.117 F.A.C.

Applicant must be 18 years of age or older to apply. Fields marked with red asterisk are required. If Applicant has an existing license, name must be entered as listed on the licenses already in use. (Date Format: mm/dd/yyyy, Phone Format: 999-999-9999)

**Applicant Information**

First Name: \* Middle Name: Last Name: \* Suffix:  
Date of Birth: \* 4 Digit PIN: \* Name of Employer:  
Driver's License/State ID: \* Email: \* Business Email:  
Home Phone: \* Cell Phone: Business Phone: Fax Number:  
*Either home phone or cell phone is required. Format: 999-999-9999.*

**Address Information**

Home (Physical) Address: \* Line 2: Home City: \* State: \* Zip Code: \*  
Mailing (if different): Line 2: Mailing City: State: Zip Code:  
Business Address: Line 2: Business City: State: Zip Code:

At the bottom of the form are two buttons: "Reset" and "Next".

## Step 6

Your next screen will ask for you GIBMP certificate number. This is REQUIRED information and is printed on the certificate you received from UF/IFAS-GIBMP following your training.

The screenshot shows a web browser window displaying the Florida Department of Agriculture and Consumer Services website. The page title is "Entomology Pest Control - Certification Applications". The URL is "https://secure.freshfromflorida.com/SPChenLicenses.aspx?type=LF". The page features the Florida Department of Agriculture and Consumer Services logo and the name of the Commissioner, Nicole "Nikki" Fried. The main content area is titled "LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER" and includes a section for "Training Certificate Information". This section contains a text box for the "Certificate Number" and "Previous" and "Next" buttons. A sidebar on the left lists various navigation options such as "eCommerce Home", "Renew License", "New License", "View Information", "Update Information", "Renew Another License", "Upload Documents", "Contact Us", "Tutorial", and "Log Out".

Entomology Pest Control - Certification Applications - Microsoft Internet Explorer powered by Evolution

https://secure.freshfromflorida.com/SPChenLicenses.aspx?type=LF

File Edit View Favorites Tools Help

Favorites ePune Login Public Database Searches CEU login SE-14 ENTOMOLOGY - P... Division of AES Overview... Florida Administrative Rat... Florida Fish and Wildlife C...

Entomology Pest Control - Certification Applicati...

Florida Department of Agriculture and Consumer Services

NICOLE "NIKKI" FRIED, Commissioner

**LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER**  
Sections 482.1342, F.S., and Rule 5B-14.117 F.A.C.

**Training Certificate Information**

Applicant must possess a certificate of completion of training issued by the University of Florida (UFAS) and/or Department of Environmental Protection (DEP). FDACS will retrieve certificate information from UFAS Database and match it with the personal information provided on the previous screen.

Certificate Number: \*

Previous Next

eCommerce Home

Renew License

New License

View Information

Update Information

Renew Another License

Upload Documents

Contact Us

Tutorial

Log Out

Change Login

Change Pin

Done

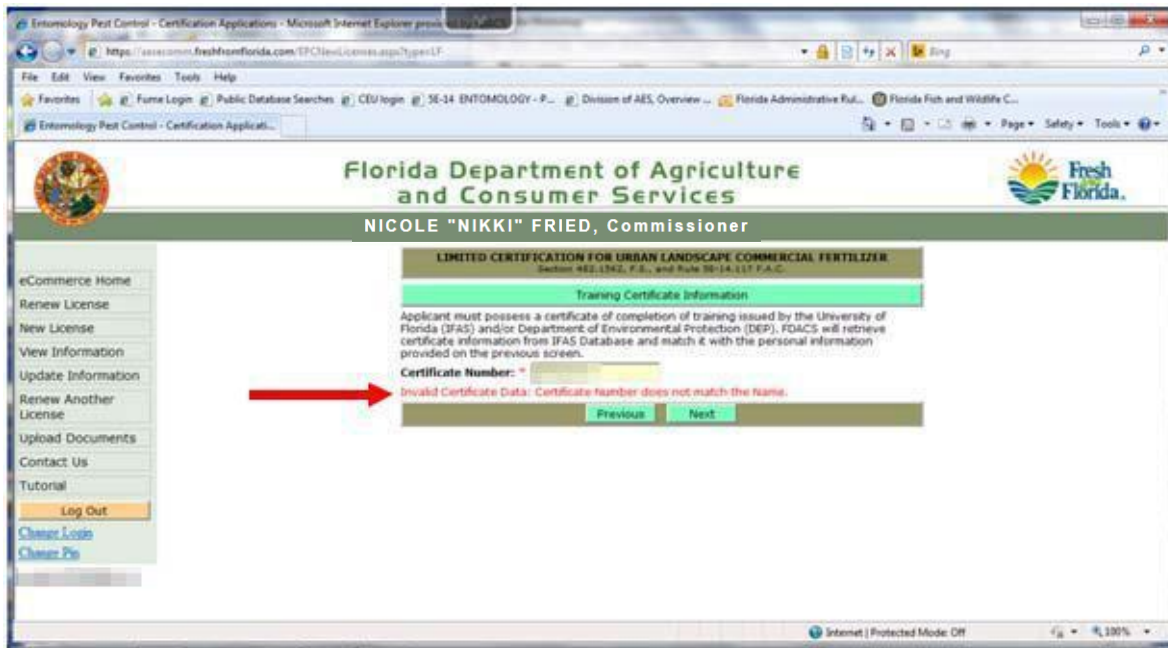
Internet | Protected Mode: Off

100%

## Step 7

The system then locates the GIBMP information and COMPARES it to the information you entered.

IF the name you entered does NOT MATCH EXACTLY the name used for the GIBMP certificate, you will receive an error – “Invalid Certificate Data: Certificate Number does not match the Name” (see below).



YOU CANNOT USE THE ELECTRONIC SYSTEM UNTIL THE NAMES MATCH. Please use the orange “LOG OUT” button on the left side menu. This will STOP THE RENEWAL PROCESS until you can correct the issue. (You will have to start the application process OVER – but you will NOT have to recreate your eCommerce account.)

To correct this issue, contact the GIBMP personnel directly and ask them to CHANGE YOUR NAME in the GIBMP database to match the name as you’ve entered into our system.

The GIBMP has a webpage that you can access to update your information:

[http://fyn.ifas.ufl.edu/professionals/BMP\\_contact\\_update\\_form.htm](http://fyn.ifas.ufl.edu/professionals/BMP_contact_update_form.htm). You can also contact Jen Marvin - Data Manager or Nicole Casuso - Program Assistant at (352) 273-4517 (email: [gi.bmp@ifas.ufl.edu](mailto:gi.bmp@ifas.ufl.edu)) and ask them to correct the information.

## Step 8

IF YOUR NAME MATCHED, you will get the next screen where you VERIFY that all of the information is correct. If you need to edit any information, there is a "EDIT" link in the green bar. DO NOT CHANGE YOUR NAME – but make any other edits as necessary. PLEASE BE SURE TO CHECK THAT YOUR EMAIL ADDRESS IS CORRECT.

Entomology Pest Control - Certification Applications - Microsoft Internet Explorer powered by VFP

https://www.freshfromflorida.com/EPCHNewLicenses.aspx?Type=LF

File Edit View Favorites Tools Help

Entomology Pest Control - Certification Applic...

**NICOLE "NIKKI" FRIED, Commissioner**

**LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER**  
Section 482.1562, F.S., and Rule 5E-14.117 F.A.C.

Review Application [EDIT](#)

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ 4 Digit PIN: \_\_\_\_\_  
Email: \_\_\_\_\_ Business Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Driver's License/State ID: \_\_\_\_\_ Certificate #: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Acknowledgement

☐ I hereby make application for the LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER pursuant to Section 482.1562, F.S., and Rule 5E-14.117 F.A.C.

☐ I understand and will comply with the provisions of the above statutes and rules. Further, I understand that any violation of the statute, and rules constitutes grounds for suspension or revocation of the license and/or other penalties as provided in Chapter 482, Florida Statutes.

☐ I declare under penalty of perjury that all of the information provided in this application and in any exhibits attached hereto, is true and correct.

Summary of Fees

*Partial payments are not accepted.*

Application Fees: \$25

[Submit Application](#)

You will be required to READ AND AGREE (by checking each box) EACH STATEMENT. You cannot proceed unless you agree to these statements.

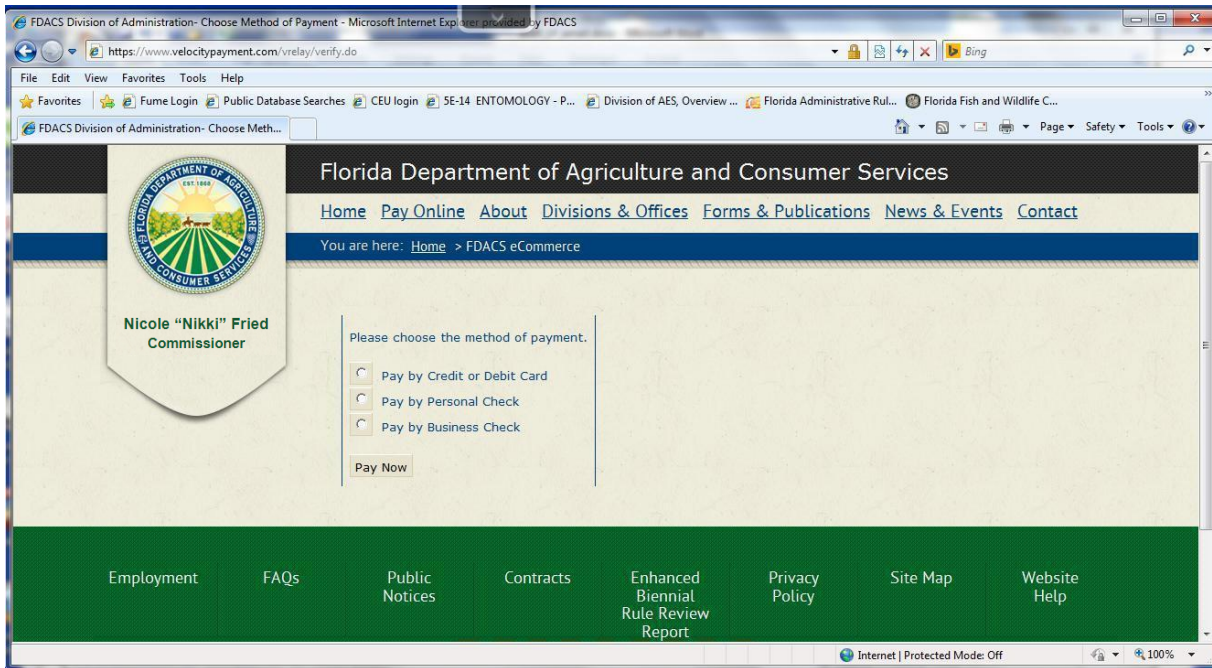
You will see the \$25 certification fee summary.

Click on "Submit Application" – your application information is stored and you will be redirected to the secure payment area. This is automatic.

## Step 9

Choose your payment method – You can pay by Credit or Debit Card; you can pay by Personal Check or you can pay by Business Check. Then press the “Pay Now” button

If you pay by Check – you will be presented a screen that you must print out on paper to submit with your check, to the Department by mail. Your certificate will not be issued until payment is received and processed.



The screenshot shows a web browser window displaying the Florida Department of Agriculture and Consumer Services' payment interface. The browser's address bar shows the URL <https://www.velocitypayment.com/vrelay/verify.do>. The page header includes the department's name and a navigation menu with links: [Home](#), [Pay Online](#), [About](#), [Divisions & Offices](#), [Forms & Publications](#), [News & Events](#), and [Contact](#). Below the header, a banner identifies Nicole "Nikki" Fried as the Commissioner. The main content area prompts the user to "Please choose the method of payment." and provides three radio button options:   
☐ Pay by Credit or Debit Card  
☐ Pay by Personal Check  
☐ Pay by Business Check  
A "Pay Now" button is located below these options. The footer contains a green bar with links to [Employment](#), [FAQs](#), [Public Notices](#), [Contracts](#), [Enhanced Biennial Rule Review Report](#), [Privacy Policy](#), [Site Map](#), and [Website Help](#). The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of 100%.

If you choose to pay by Credit or Debit Card, you will go to the next screen.

## Step 10

This is the “shopping cart” payment screen – verify the top information and then enter your payment information and billing address. Then click on “Continue”.

The screenshot shows a web browser window displaying the Florida Department of Agriculture and Consumer Services payment screen. The browser's address bar shows a URL from velocitypayment.com. The page header includes the department's name and a navigation menu with links like Home, Pay Online, About, Divisions & Offices, Forms & Publications, News & Events, and Contact. A banner on the left identifies Nicole "Nikki" Fried as the Commissioner. The main content area is titled "Required fields are highlighted with an asterisk." and contains three sections: "Payment information:", "Please enter the following information about your payment method:", and "Billing information:". The "Payment information:" section includes fields for Amount (set to \$25.00), Shopping Cart PK, Shopping Cart Item Details PK, Customer OOB ID, DTN, and Web User Email. The "Please enter the following information about your payment method:" section includes fields for Cardholder's Name, Cards Accepted (showing Visa and MasterCard logos), Card Number, Signature Panel Code, and Expiration Date. The "Billing information:" section includes fields for Address and Zip. At the bottom of the form are "Continue" and "Change Payment Method" buttons. A green footer bar contains links for Employment, FAQs, Public Notices, Contracts, Enhanced Biennial Rule Review Report, Privacy Policy, Site Map, and Website Help. The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of 100%.

FDACS Division of Administration - Pay by Credit Card - Microsoft Internet Explorer

https://www.velocitypayment.com/velocity/select.do?RELATIVEDOCUMENT=webT/yf9gTqgM8g9d9pC08/R0344M5GvU8ZjgJnZwem026-232981201

File Edit View Favorites Tools Help

Home Pay Online About Divisions & Offices Forms & Publications News & Events Contact

You are here: Home > FDACS eCommerce

Nicole "Nikki" Fried  
Commissioner

Required fields are highlighted with an asterisk.

Payment information:

Amount: \* \$25.00

Shopping Cart PK: \*

Shopping Cart Item Details PK: \*

Customer OOB ID: \*

DTN: \*

Web User Email: \*

Please enter the following information about your payment method:

Cardholder's Name: \*

Cards Accepted: VISA

Card Number: \*

Signature Panel Code: \*

Expiration Date: \* MM / YY

Billing information:

Address: \*

Zip: \*

Continue Change Payment Method

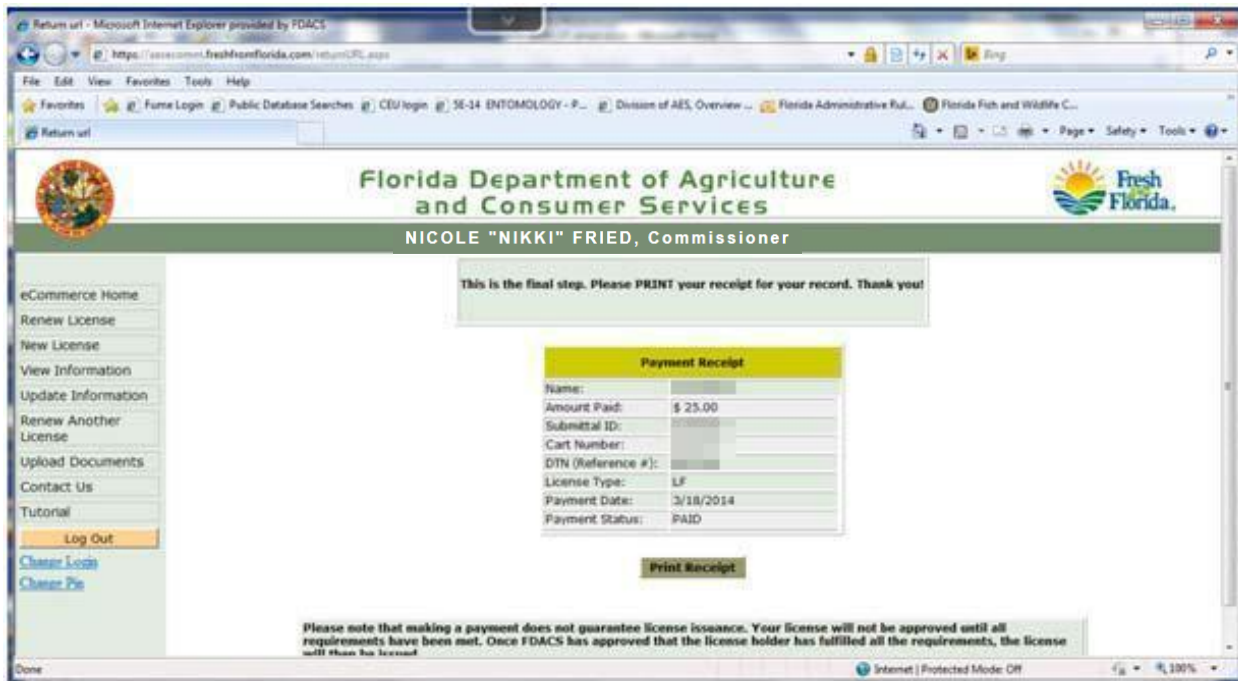
Employment FAQs Public Notices Contracts Enhanced Biennial Rule Review Report Privacy Policy Site Map Website Help

Internet | Protected Mode: Off 100%

Please be patient and do nothing until the processing screen appears and disappears. When complete, you will be returned to the AES processing area. If any error occurs, you will be given additional information to resolve the issue.

## Step 11

If payment processes normally, you are provided a receipt. Please print this receipt for your records.



Your application and payment has been **submitted**. Within one or two days, if your application and payment is in order, you should receive an automated email with a pdf image of your LF certificate. If your email indicates there are any issues or errors, please reply to the email you received from the department so we can correct the problem.

-----Example Email-----

**From:** [malori.langston@freshfromflorida.com](mailto:malori.langston@freshfromflorida.com)  
**Date:** March 19, 2014 at 12:00:51 AM EDT  
**To:** "your email address"  
**Subject:** RE: Application Status for DTN:XXXXXX

Dear Applicant,

Your application has been processed and your license has been issued. Your new license number is LFXXXXXX. An electronic copy of your license is attached. Please note, you will NOT be receiving a hard copy of the license card in the mail.

Thank You.

-----End Example Email -----

Save the pdf file attached to the email to your computer and print a copy for you to keep on your person while making fertilizer applications.

The LF credential is valid for 4 years. Please remember, that PRIOR TO RENEWAL, you must obtain 2 hours of Core and 2 hours of Limited Fertilizer Continuing Education Unit (CEU) credits to renew the credential.